American Embassy, Amman
Vacancy Announcement

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ANNOUNCEMENT NUMBER: 13 - 03

OPEN TO: Current employees of the mission

POSITION: Computer Management Assistant, FSN-8*; FP-6*

OPENING DATE: January 3, 2013

CLOSING DATE: January 16, 2013

WORK HOURS: Full-time; 40 hours/week

SALARY: *Not-Ordinarily Resident: (Position Grade: FP-6)
*Ordinarily Resident: JD 10,658 p.a. (Position Grade: FSN-8)
(Full performance Starting salary)

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST SUBMIT THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Amman is seeking an individual for the position of Computer Management Assistant at the American Language Center.

BASIC FUNCTION OF POSITION:

The incumbent is responsible for providing quality customer service to American Language Center management, staff, instructors, students, the Educational Advisor, and any activities, including TESOL Jordan by maximizing efficiency through the availability of automated systems and technology. Responsible for supporting the ALC Local Area Network (LAN) and ALC Wide Area Network (WAN). Responsible for servers installation and maintenance, network design, data integrity through security checks and backup procedures, configuration, and tasks that support the computer system for the ALC. Responsible for network security and performance, inventory records for IT hardware and software and coordinates software upgrades and distribution. Webmaster for the ALC Website.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. Supporting documentation (i.e., high school degree certificate) must be included in the application for eligibility purposes.

1. BS in Computer Engineering, Information Management or Electronics. **Supporting documentation (i.e., diploma certificate) must be included in the application for eligibility** purposes. **يجب إرفاق شهادة الدراسة المطلوبة مع طلب التوظيف حتى يتم اخضاع الطلب للتدقيق**

2. Three years of experience in Systems Administration in LAN environment is required.

3. Level 3 (good working knowledge) in English and Level 4 (fluent) in Arabic is required. English proficiency will be tested. A score of 605 in the TOEIC exam or 434 in the TOEFL exam will be accepted. Exam scores are valid for 6 months.

4. Must have knowledge of computer systems management, statistical and spreadsheets packages, systems analysis and design techniques, computer equipment operations management, hardware and software technology, computer application programming, telecommunications, security and management advisory services.

SELECTION PROCESS:

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidates address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.

2. Current employees serving a probationary period are not eligible to apply.

3. Currently employed U.S. Citizen EFMs who hold an FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY:

Interested applicants for this position should submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (DS-174).

2. A current resume or curriculum vitae that provides the same information as an DS-174.

3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. For more information on Veteran's Preference, go to http://www.opm.gov/veterans/.

4. Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Office

Applications can also be submitted electronically through AmmanEmployment@State.gov.

DEFINITIONS:

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
    -- U.S. citizen;
    -- Spouse or dependent who is at least age 18;
    --Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a USG agency that is under COM authority;
    --Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
     -- Does not receive a USG annuity or pension based on a career in the US Civil, Foreign or uniform services.

2. EFM: Family members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a U.S. Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.

3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.

4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.

5. Not-Ordinarily Resident (NOR): Typically NORs are U.S. citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: January 16, 2013
An Equal Opportunity Employer

The U.S. Mission in Jordan provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.